

**Women's Christian College**  
**6, Greek Church Row**  
**Kolkata – 700026**

**Date: 10.07.2023**

**Steps for Online Admission**

1. All the eligible students as per the merit list published from time to time, need to log into their profile using their log-in id and password.
2. Upload clear, **unattested scans** of your photograph, signature, Original Class X Admit Card, Class XII Board Mark Sheet, Caste Certificate (if applicable), Disability Certificate (if applicable).

Maintain the appropriate size of all documents. Photo and signature must be below 50kb and other documents must be below 150kb in size. Photo must not be in school uniform and must be in clear uniform and light background.

Once you upload all documents, you need not upload again, even if you want to take admission to other course/subject later if listed in subsequent merit list(s).

3. After submission of all the documents, go to the payment option and pay the admission fee.

If, in any case, the payment status does not update to “success” after the successful payments, **DO NOT PAY AGAIN**. We'll update the payment status within 48 hours and then you'll get the receipt.

4. After payment, take a print out of admission payment challan and the application form and keep it for your future reference.
5. Payment option will remain active till the last date of the merit list. After the end date of the merit list, no payment can be made for applications.
6. Candidates need to keep a close look at the notices and merit lists which will be published subsequently as and when required.

  
Principal & Professor  
Women's Christian College  
Kolkata-700 026